



APPLICATION FORM 2018-2019 ACADEMIC YEAR

Please complete the application and send materials by email to:

lauren@learnabroaditaly.com

Program participants are held responsible for all travel arrangements, we highly recommend that participants await program confirmation prior to booking travel.

APPLICATION DEADLINES

FALL: JUNE 15, 2018

SPRING: NOVEMBER 15, 2018

STEP 1 GENERAL INFO

Please provide the following personal information:

Last Name _____

First Name _____

Gender _____

Date of Birth (mm/dd/yy) _____

City/State/Country of Birth _____

Email _____

Home Phone _____

Mobile Phone _____

Permanent Address _____

City _____

State _____

Zip Code _____

Country _____

Citizenship _____

Passport # _____

Date Issued _____

**Please attach a photocopy of your passport when submitting this application*

Current Home Institution _____

Current year of study _____

GPA (minimum required 2.75, if applicable) _____

EMERGENCY CONTACT 1:

Name _____

Email _____

Phone _____

HOW DID YOU LEARN ABOUT LAI?

- School visit by LAI representative
- Study Abroad Fair
- Professor (please provide name)
- Study abroad officer/director
- Family/Friend (please provide name)
- Web/internet resource (please list which online source)

WHY DID YOU CHOOSE LAI? (select all that apply)

- Course offering
- Reputation
- Location
- Cost
- Other (please specify)

STEP 2 ACADEMIC AND COURSE INFORMATION

Please note: Once you arrive on site, you will not be allowed to change programs. Tuition costs vary according to program selection.

For ALL students: Applicants will receive credits for the courses taken via the School of Record, University of South Florida. Please complete the USF Conduct Waiver located on the last page of this application.

For US students: Make sure you receive approval for your course selection and credit transfer from home institution and that you do not exceed the total number of credits allowed. Students already receiving Financial Aid, who need certification for studies abroad, should send the necessary documentation along with the completed Admissions Application Form. Students applying for classes with prerequisites should submit an official transcript and CV.

Please select the type of program you wish to enroll in from the following options:

STUDY ABROAD SEMESTER OPTIONS

- Fall Semester 2018 Spring Semester 2019

**Students are responsible for requesting courses for which their home institution will grant them credits. Students wishing to earn more credits than the maximum indicated per semester must request approval from their home institution.*

Alternative course options are mandatory: Applications will not be accepted if mandatory alternates are missing. It is possible to select an internship course is offered during the semester. Please note: it is not allowed to drop the internship course after final registration.

**Please select your course choices (minimum 12 credits - maximum 18 credits).*

COURSE SELECTION

Please indicate your course choices in the table below. You can consult the online schedule for your semester of interest which can be viewed on the host institution's website:

<http://fua.it/academics/academic-schedule.html>

	CODE	CREDITS	SECTION	COURSE TITLE	DAY
TIME					
CLASS 1					
ALTERNATE					
CLASS 2					
ALTERNATE					
CLASS 3					
ALTERNATE					
CLASS 4					
ALTERNATE					
CLASS 5					
ALTERNATE					
CLASS 6					
ALTERNATE					

Note: Students are entitled to ONLY one course change (ADD/DROP) to their schedule once they have arrived in Florence. This may only be done during the designated Add/Drop period. Students will be informed during Orientation or they can contact LAI directly for further information. The host institution reserves the right to cancel a class should it not reach the minimum number required. Alternate classes will be used or asked to the students.

STEP 3 FEES, EXPENDITURES, & BUDGET

LAI PROGRAM FEES*	USD
Application Fee	\$200
Security Deposit (Refunded within 45 days of the program completion)	\$300
Program Fee Includes: Tuition (12 Credits), Housing (16 Weeks) , LAI Services	\$15,350
OPTIONAL / ADDITIONAL FEES:	
Private Room Option in Shared Apartment (Limited Availability)	\$1,000
Homestay Housing (Limited Availability)	\$375 / Week
Accommodations for Cultural Introduction Travel Week Course	\$325
Additional For-Credit Courses (Fee will apply if you enroll in more than 15 credits)	\$525 / Credit
Additional Field Learning or Non-credit Courses	Contact LAI for more information
Meal Plan	Different packages offered, contact LAI for more information

**Prices are subject to change at anytime for any reason: LAI reserves the right to alter fees at any time due to currency and / or fee changes made by our affiliated universities. Airfare costs non included. 50% of program fees due at the time of enrollment. Balance due 1-week prior to start of program.*

PAYMENT METHODS

(Select option, LAI will contact you directly for payment instructions)

 Credit Cards

 Direct Bank Transfer

 Check

STEP 4 OTHER INFORMATION AND SIGNATURES

Please carefully read the information and policies below and sign to accept the terms and conditions

LETTER OF ENROLLMENT, VISA, AND “PERMESSO DI SOGGIORNO”

As soon as we receive your deposit (50% of the total) we will issue a letter of enrollment. The letter of enrollment should be used to obtain a Student Visa at your nearest Italian Consulate or Embassy. Visa requirements depend on student nationality and the period of study. The student is held responsible for obtaining the study visa. If a visa must be requested, a copy of all documents presented at the Consulate must be brought to Florence. Once in Florence, those documents will be utilized to request a “Permesso di Soggiorno” (permit of stay) from the Immigration Office. Some shorter stays will only require a “Dichiarazione di Presenza” instead of the permesso di soggiorno. In this case, only a passport is necessary. The host institution staff will assist with both requests upon arrival in Florence. Important! The Immigration Office in Florence typically doesn't allow students to extend their stay without returning home. If you wish to extend your enrollment after arrival you will need to return home and start the Visa process again. Tuition is due in full before the start date of your chosen program. For students enrolling in a 2 or 4 year program, balance is due before the end date of the first/third year of study.

CANCELLATION POLICY

For all programs tuition/entire program cost liability is based on the date on which a formal email cancellation request is received by LAI. If a cancellation notice is received: Within 30 days prior to the term start date*, the student will be liable for 30% of tuition/entire program cost. Within a period of 30 days to one (1) week prior to the term start date*, the student will be liable for 50% of tuition/entire program cost. Within one (1) week prior to the term start date* the students will be liable for 100% of tuition/entire program cost. Under no circumstances will a refund be made. *Failure to attend does not constitute official cancellation.*

INSURANCE

All students must be covered by international health insurance for the duration of their stay in Italy which covers both emergency and general healthcare. It is the responsibility of the student to ensure that they have adequate health insurance coverage for the duration of their stay.

WAIVER

Learn Abroad Italy is referred to as LAI and is a division of Learn Abroad International LLC. The program involves studying at FUA institution in Italy through LAI and may include living in an apartment in the host city. Group excursions and social/ cultural activities are routinely offered to participants. Some trips will be overnight and most will involve transportation on a bus and/or train. The Undersigned fully understands that there are certain dangers, hazards, and risks inherent in international travel, the group excursions, and in the activities included in the FUA program and have signed this document in full recognition and ap-

preciation of the dangers of these activities, which dangers include, but are not limited to, physical injuries (minimal, serious, catastrophic) and/or property loss or damage. The Undersigned expressly acknowledges that the participant is not required to participate in the FUA program, but chooses to do so. The Undersigned therefore agrees to assume and take on all responsibilities in any activities associated with the FUA institution's program in Italy through Learn Abroad International LLC. In consideration of, and in return for, the service, facilities and other assistance provided to participants by the FUA institution, we, along with any of our assignees, heirs, distributees, guardians, and legal representatives release Learn Abroad International LLC, FUA and its Italian institutions from any and all liability, claims and actions that may arise from injury, harm or death to the Undersigned and from loss or damage to the Undersigned's property in connection with these activities. The Undersigned understands that this release covers liability, claims and actions caused entirely or in part by any acts or failure to act by Learn Abroad International LLC, the FUA institution and/or FUA office, including but not limited to negligence, mistake, or failure to supervise by the FUA institution or any of their employees, agents, or contractors.

CONDUCT/ BEHAVIOR RELEASE

I understand that as a student attending an FUA program through LAI, I represent my home institution and country and will behave as an ambassador for this institution and country. Therefore, all policies governing behavior as printed in my home institution's Student Code of Conduct apply to me during my participation in the FUA program, in addition to the Student Code of Conduct for my chosen FUA program. I understand that information regarding any behavior found disruptive or offensive to the FUA program will be released to my home institution. I understand that FUA must take steps to ensure that no offensive, disruptive or potentially dangerous conduct occurs. Accordingly, FUA reserves the right to dismiss a student from the program on the basis of any observed conduct or behavior which causes concern for the safety and well-being of students or others. The Director and/or Associate Director of FUA shall have the authority to make the final decision on a participant's dismissal from the program. Misconduct includes actions that violate school regulations or Italian law, or in the judgment of the school and/or FUA officials, jeopardize the welfare of that student, other individuals or the program. It is understood that no refund of tuition, fees or rent will be given if a student is dismissed from the program. Such actions include, but are not limited to, the following: Excessive unauthorized absence from class and/or other organized program activities - The use of threats or physical violence - Violation of Italian laws - Violation of the school or housing regulations - Damage to or destruction of school, residence, or student property - Alcohol or substance abuse - Reckless or dangerous behavior.

TRANSCRIPT RELEASE

Transcripts are released approximately 12 weeks after a term ends. LAI reserves the right to withhold a transcript in the case of unpaid balances due, including balances due to FUA academic institutions, any FUA agent, contractor or program partner. Transcripts will be released once accounts are paid in full. Transcripts through the FUA University of Record, University of South Florida, can be requested prior to the program start at additional cost.

PRIVACY POLICY

LAI is fully committed to respecting the privacy of all applicants and all visitors to its website. The information that you provide to LAI will only be used for the purpose of looking after your interest in the FUA program. Your personal information will be used by LAI and FUA in accordance with Italian law D. LGS.VO

196/03. CERTIFICATIONS

1. I certify that I am in good academic standing at my home institution and that I meet its requirements and deadlines to be eligible to study abroad.
2. I certify that I have carefully considered each question and that my statements are true and complete to the best of my knowledge. I accept as binding any and all conditions that normally apply to admission to FUA through LAI. All of the information provided here is correct and valid. I understand and hereby accept that any falsification or untrue statements are subject to prosecution by Italian law. I agree that by signing this application form I will abide the GENERAL RULES, ACADEMIC RULES, and ALL FUA POLICIES present on the website: www.fua.com

Student's signature _____

Date _____

I have read and agree with the above statements, including the Program Waiver. I have carefully reviewed all the information that I am submitting.

Student's signature _____

Date _____

I understand that I am responsible for my course selection and that I must obtain pre-approval for transferable credits (if applicable). "

Student's signature _____

Date _____

I authorize the use of my personal information by LAI and FUA, which will treat it in accordance with Italian Law 196/03 on privacy.

Student's signature _____

Date _____

STEP 5 ACCOMMODATION

Please indicate your housing preference below:

HOUSING INFORMATION

The Housing Office of the host institution is pleased to facilitate the housing arrangement process for students but you are welcome to make your own direct accommodation plans.

LAI and the host institution do not own or lease apartments but works as a facilitator to assist students find accommodation only during their stay in Florence. The Housing Office's sole intention is to facilitate the students' study abroad experience. Students are not obliged to secure housing through the host institution's Housing Office. Students choosing to secure housing independently must notify LAI directly.

The rental period begins one day before the program start date and ends one day after the last day of class. Check-in time is only from 9 am to 7 pm on check-in day. For any arrivals outside that time, you must contact the LAI prior to arrival. Check-out time must be no later than 10am on check-out day.

Please fill in and sign your Housing Request Form and send it to LAI by the application deadline. A \$300 security deposit authorization must be supplied on arrival in Florence. Students will be responsible for any damages to their apartment or its furnishings and will have all damage costs removed from their security deposit.

Please note: The Housing Office will complete assignments only for students who request housing within the designated deadline. Housing requests received after the application deadline will not be honored. In addition, the Housing Office reserves the right not to accept requests that are received when no more apartments are available. In this case, students will be notified and instructed to select another housing option. In the case of no further availability, the Housing Office will be available for further consultation.

Apartments will be assigned on a first served basis according to availability. Depending on their request, students will be assigned to a single or shared bedroom in a furnished apartment that will be shared with other students from the host institution. If a student request cannot be honored due to space limitations, the student will be assigned according to availability. Students will not be able to choose their apartment or change roommates. All roommate requests must be specified on the housing request form.

Students will not be allowed to check into their apartments before the check-in date or to check out of their apartments after check-out date. The Housing Office makes every attempt at placing students according to any needs they might have. If you have a medical condition or disability that you would like to disclose to the Housing Office, and which requires specific attention, please let LAI know either via email or on your housing application form.

APARTMENT DESCRIPTION

The apartments are fully furnished and fully functional. The standard layout of the apartments consists of multiple bedrooms, multiple bathrooms (variable), kitchen, living/dining room space. The bedrooms range from single bedrooms for one occupant (limited supply) to triple bedrooms, with the occasional quad space. Shared bedrooms imply from 2 to 4 occupants. Pillows are included in the bedrooms. There will also be sufficient closet space to accommodate a reasonable amount of clothing and luggage. A very limited number have only one bedroom, and some have more than 3 bedrooms. In most shared apartments, students number 4-6. In limited supply, housing in residences can be arranged, dormitory style, and can house 14-16 students. In some cases, coeducational housing can be provided/arranged, however, prior to coeduca-

tional arrangements, permission must be granted by the school and/or students' parents/guardians. Students in any housing system will be sharing the apartment with other students, as there are no studio apartments available. Kitchens are all fully functional, with sufficient utensils, plates and glasses per number of occupants. Also included are refrigerators, ovens, stoves, basic cookware. Towels are not supplied. Although apartments are of the same standard and have similar facilities, no two apartments are alike. They are not all located in the same building, but are all within walking distance to the host institution's campuses or the nearest bus route.

HOMESTAY DESCRIPTION AND INFORMATION

Bed linens are provided. Adequate clothing and luggage storage space will be provided. We recommend that students bring their own set of towels with them, although they have been provided in the past. Hosts don't always live in the direct center of town, although are always located near a public board (breakfast and dinner, Monday to Thursday). For further information on this type of accommodation please contact LAI.

MEAL PLAN UNIT INFORMATION

5 meal plan units per week are included in the housing package (80 units per semester, 15 units for 3 week sessions and 30 Units for 6 weeks Summer session). What can you buy with your meal plan units? Any dessert: one (1) unit each while first, second/main courses range from two (2) to three (3) units each (these are just examples and are subject to variation). A meal includes, for unit holders (when using two or more units) complementary Bread, Mineral Water (1lt) and coffee/cappuccino/tea. Any addition will require extra charge. Meal Plan Units can be used at GANZO, located at Via de' Macci 85/r, creative learning lab and the school restaurant of Apicius, and at Fedora, creative learning lab and pastry shop of Apicius located at Via Guelfa 116/B.

HOUSING REQUEST FORM

Please fill out the following form and mail, e-mail it with your program application by the application deadline for your term. WE REMIND YOU THAT NO HOUSING ASSIGNMENT WILL BE MADE UNTIL THIS FORM HAS BEEN FULLY COMPLETED, SIGNED, AND RETURNED TO LAI. Housing payment must be completed before students can be informed of their assignments. All students must complete and sign this form whether they are securing housing through the host institution or are making independent housing arrangements. Students making their own housing arrangements should mark that option and sign at the bottom.

Full name: _____

Gender: _____

Email: _____

Phone: _____

Date of Birth (mm/dd/yy): _____

Nationality: _____

Permanent home address: _____

HOUSING SELECTION:

Student Apartment through Host Institution

Independent Housing Arrangements

Homestay

If you selected **Student Apartment through Host Institution**: please complete the following:

Single bedroom (available at extra cost)

Multiple bedroom

If Independent Housing was selected: In selecting the independent housing option and signing at the bottom of this page, I accept full responsibility for securing my housing in Italy. (NOT AVAILABLE FOR STUDENTS SELECTING NON-CREDIT EXPERIENTIAL LEARNING/INTERNSHIP PROGRAMS)

If you are applying for more than one session, please note that your accommodation will be secured only for the first session of enrollment. If you wish to secure housing for the following sessions please contact LAI before the application deadline of your second session.

If you wish to be housed with a specific person(s), please list his/her name(s) here. Please note that requests for roommates must be mutual in order to be accommodated.

NAME(S) OF ROOMMATE REQUEST: _____

I UNDERSTAND THAT:

1. Housing check-in time is 9 am to 7 pm on check-in day
2. I must leave the assigned apartment no later than 10 am on check-out day.
3. I must leave the assigned apartment in good condition.
4. For damages to the apartment, I will be charged.
5. The host institution reserves the right to expel from the assigned apartment any student whose behavior does not conform with civilized standards of behavior.
6. The host institution reserves the right to withhold transcripts of students who have any type of outstanding debts.

- I agree to abide by the regulations of the host institution.
- I authorize the use of my personal information by LAI and the host institution, which will treat it in accordance with Italian Law 196/03 on privacy.
- I agree to abide by the host institution's housing policy regarding healthy and safety, guests, administration, community standards and maintenance as outlined in the housing agreement: http://studentlife-florence.it/resources/FUA_Italy_Housing_Policy.pdf

Student's signature _____

Date _____

CANCELLATION AND REFUND POLICY

Housing cancellations made more than 40 days before program start day incur a 30% penalty. Students are responsible for 100% of housing costs if a cancellation is made less than 40 days before the program start date. Upon arrival in Italy, no refund will be made for any reason whatsoever in case the student decides to cancel, change or vacate the assigned apartment.

STEP 6 TRANSCRIPT REQUEST FORM

All students will receive a transcript from the host institution for credits successfully completed. Should you also require a transcript from the University of South Florida, the School of Record, please sign the waiver on the following page.

The University of South Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and holds the the largest public universities in the USA, and among the top 50 universities, public or private, for federal research expenditures. USF places particular emphasis on its international engagements and has partnered with the Fua Florence Association for International Education (Florence University of the Arts), to serve as its School of Record (SoR).

LAI students studying at FUA have the option of obtaining a USF transcript at the end of their course of study. USF considers FUA courses to be, in every respect, the equivalent of a USF course. However, since USF recognizes that students are enrolled in FUA courses, the credit is shown as "transfer" rather than "system/institutional" credit on the USF transcript. The original FUA course is included on the transcript, followed by the USF equivalent. This most accurately represents the connection between the FUA course and the USF equivalent.

The USF transcript is not included in the Graduate Certificate in International Education. If you like to add this, please inquire. Please indicate if you require a USF Transcript:

YES NO

If yes, please complete and sign the University of South Florida Student Conduct Waiver on the following page. If the form is not completed you will not receive a USF transcript.



University of South Florida Student Conduct Information Questions

If your records have been expunged pursuant to applicable law, you are not required to answer yes to these questions. If you are unsure whether you should answer yes to either question, we strongly suggest that you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of an offer of admission.

1. Yes _____ No _____ Are you currently, or have you ever been, charged with or subject to disciplinary action for scholastic (such as plagiarism or cheating) or any other type of behavioral misconduct at any educational institution? You do not need to disclose academic dismissal, suspension, or probation for poor grades.

2. Yes _____ No _____ Have you ever been charged with a violation of the law, misdemeanor and/or felony (even if adjudication was withheld) which resulted in, or, if still pending could result in, probation, community service, restitution, a jail sentence or the revocation or suspension of your driver's license (you are not required to include traffic violations which only resulted in a fine)?

If you responded yes to one or both of the previous questions:

In order to continue processing your application we will need additional information. Please provide copies of official, signed court/university documents explaining the proceedings and final disposition that are relevant to the incident(s) in question. Please attach legible copies of the following:

1. Original charges, 2. Sanctions, 3. Final disposition.

Name: _____

Signature: _____

Date: _____

ACADEMIC CALENDAR 2018-2019 SEMESTERS

Classes are held weekly in the fall/spring semesters, courses can also be combined from the fall/spring short sessions. During the summer semester, classes are held daily and/or Tues-Wed-Thurs depending on the combination of summer short sessions. Please check the schedule of classes for courses that include a mandatory weekend Field Learning activity.

FALL PRE-SEMESTER 2018

Cultural Introduction to Italy pre-semester Field Learning program (dates apply only if you are enrolled in this optional program)

Sunday Aug 26 Students arrive (Rome, by 5pm)
Monday Aug 27 Orientation
Monday Aug 27 to Sunday Sept 2 Cultural Introduction to Italy
Sunday Sept 2 Students arrive in Florence (by 2pm)
Monday Sept 3 Classes start in Florence

SPRING PRE-SEMESTER 2019

Cultural Introduction to Italy pre-semester Field Learning program (dates apply only if you are enrolled in this optional program)

Sunday Jan 20 Students arrive (Rome, by 5pm)
Monday Jan 21 Orientation
Monday Jan 21 to Sunday Jan 27 Cultural Introduction to Italy
Sunday Jan 27 Students arrive in Florence (by 2pm)
Monday Jan 28 Classes start in Florence

FALL SEMESTER 2018

Wednesday Aug 29 Students arrive
Thursday Aug 30 Orientation
Friday Aug 31 Orientation
Monday Sept 3 Classes start
Monday Oct 15 to Friday Oct 19 Midterm Exam Week
Monday Oct 22 to Friday Oct 26 Fall Break (Study Abroad only)/Optional Seminars
Monday Oct 29 Classes resume
Monday Dec 10 to Wednesday Dec 12 Final Exam Week
Wednesday Dec 12 Classes end
Thursday Dec 13 Housing check-out (by 10AM)

SPRING SEMESTER 2019

Wednesday Jan 23 Students arrive
Thursday Jan 24 Orientation
Friday Jan 25 Orientation
Monday Jan 28 Classes start
Monday Mar 11 to Friday Mar 15 Midterm Exam Week
Monday Mar 18 to Friday Mar 22 Spring Break (Study Abroad only)/Optional Seminars
Monday Mar 25 Classes resume
Monday May 6 to Wednesday May 8 Final Exam Week
Wednesday May 8 Classes end
Thursday May 9 Housing check-out (by 10AM)